



Attendance Matters—Training Starter Template

Objectives: All participants in the training will be able to

- Explain why it is important to reinforce good attendance in afterschool.
- Identify techniques for fostering good attendance.
- Discuss goals and strategies for data collection and sharing between school and afterschool.

Total amount of time: _____

Number of participants: _____

Preparation: _____

Materials: _____

Training Opening

Engage Participants.

_____ minutes

(Icebreaker/warm-up activity related to the topic)

Introduce the Topic.

_____ minutes

(Motivate participants, show them why the topic is important, share objectives and agenda.)

Training Middle

_____ minutes

(Explain the topic in detail, demonstrate and discuss the concept, practice and apply the topic.)

- Discuss attendance patterns and challenges for the program, if any..
- Brainstorm a list of benefits related to regular attendance, including reinforcing learning, building skills over time, full participation in longer-term or more complex projects, developing good work habits and time management, building relationships, improved school-day attendance, etc.
- Ask what is done now to foster steady attendance, and how poor attendance is addressed.
- Discuss techniques for building a culture of regular attendance among youth and families, such as creating youth-oriented activities, projects, and “hooks” at closing and establishing relationships, calendars, awards, logs, and positive notices sent home and to school.
- In pairs, have participants discuss what they think would be effective in their groups.
- Discuss how participants might use attendance data from schools. If staff know of individuals with attendance issues, how can afterschool help? Elicit suggestions, such as increased outreach to such youth and their families and the identification of causes.
- Discuss sharing afterschool and school-day attendance data across systems. What would it take?



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- In small groups, prepare attendance targets, objectives for reinforcing good attendance, and an action plan covering the next three months (or another appropriate time frame).
- Share in full group. Identify the desired communication with schools, and determine who will take the next steps to implement aligning for attendance.

Training Wrap-Up and Closing

- Summarize, consolidate. _____ minutes
(Reconnect with the objectives, check for understanding, and discuss questions)

- Plan next steps. _____ minutes
(Be specific about application to immediate practice.)

- Closing comments. _____ minutes
(Acknowledge, motivate, and inspire.)

Post-Training Assessment and Revision

- Formal or informal assessment of effectiveness of training.
- Note changes to make.
- Note areas for additional training.